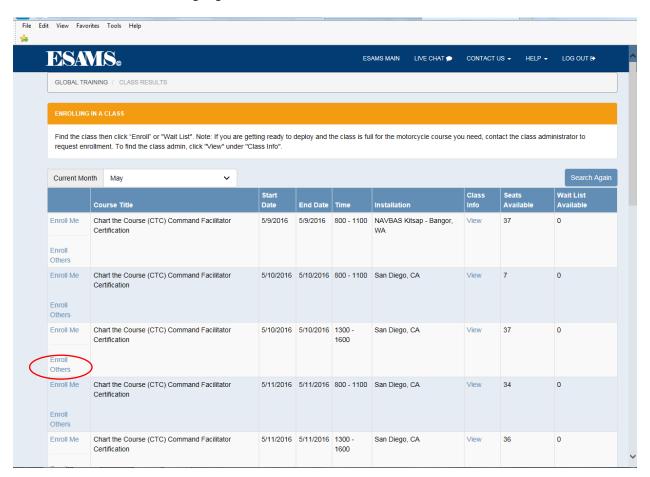# How to Externally Enroll Others in CTC Training Classes

If an _**Administrator**_ enters the Navy Training Registration website and clicks to enroll in a class using either CAC/PKI Login or User ID/Password Login, the administrator will be asked to verify his/her contact information. Next the administrator will be given the option to "Enroll Myself" or "Enroll Others". Clicking the "Enroll Myself" button allows the administrator to enroll in the class as normal. Clicking the "Enroll Others" button allows the administrator to enroll other employees into the class. The administrator must enter the employee information in the same manner as a normal external user. Once all required information has been entered and the employee has been enrolled in the class, the administrator will see the enrollment status page for the employee. The administrator should note the "Reference Number" for the employee's enrollment. Clicking the "Remove me from this Class" button will remove the newly added external employee from the class roster. Clicking the "Enroll Next" button takes the administrator to the enrollment page for the class in which the employee was just enrolled. The administrator may continue to enroll personnel in the same class, or may search for new classes in which to enroll employees.
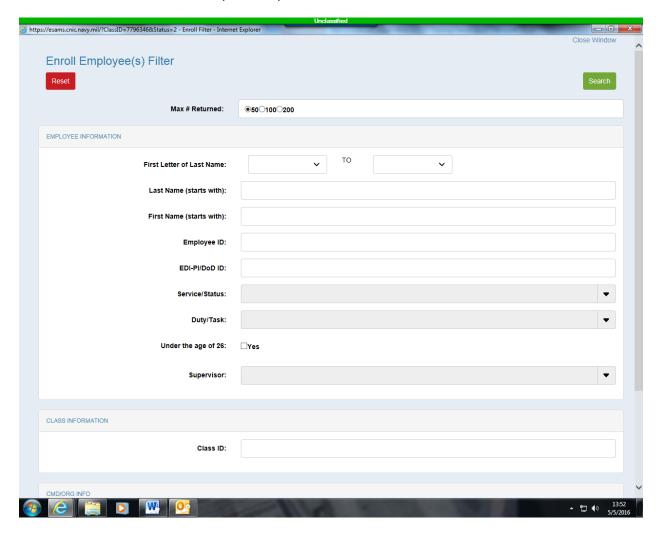
1. If logged into ESAMS and under classroom schedule.

5/18/2016	715 - 1600	(ARC)	NAVSTA Norfolk Base, VA	View Info	View Documents	6	1	Add Others to Wait List
5/18/2016	730 - 1630	Motorcycle Safety Foundation (MSF) Advanced Rider Course (ARC)	Naval Station Great Lakes, IL	View Info	View Documents	6	2	Full
5/18/2016	730 - 1630	Motorcycle Safety Foundation (MSF) Advanced Rider Course (ARC)	Naval Station Great Lakes, IL	View Info	View Documents	6	1	Add Me To Waitlist / Add Others to Wait List
5/19/2016 - 5/20/2016	730 - 1630	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	Pease Air National Guard Base (ANGB), NH	View Info		6	3	Full
5/19/2016	715 - 1600	Motorcycle Safety Foundation (MSF) Experienced Rider Courses (ERC/BRC 2)	NAVSTA Norfolk Base, VA	View Info	View Documents	6	0	Add Me To Waitlist / Add Others to Wait List
5/19/2016	715 - 1600	Motorcycle Safety Foundation (MSF) Experienced Rider Courses (ERC/BRC 2)	NAVSTA Norfolk Base, VA	View Info	View Documents	6	0	Add Me To Waitlist / Add Others to Wait List
5/19/2016	715 - 1600	Motorcycle Safety Foundation (MSF) Experienced Rider Courses (ERC/BRC 2)	JEB Fort Story, VA	View Info	View Documents	5	0	Enroll Me / Enroll Others
5/19/2016	715 - 1600	Motorcycle Safety Foundation (MSF) Experienced Rider Courses (ERC/BRC 2)	JEB Fort Story, VA	View Info	View Documents	3	0	Enroll Me / Enroll Others
5/19/2016	730 - 1630	Motorcycle Safety Foundation (MSF) Experienced Rider Courses (ERC/BRC 2)	NSF Dahlgren, VA	View Info	View Documents	0	0	Enroll Me / Enroll Others
5/19/2016	830 - 930	Collateral Duty Safety Officer	NAS Oceana, VA	View Info		0	0	Enroll Me / Enroll Others
5/21/2016 - 5/22/2016	715 - 1600	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	NAVSTA Norfolk Base, VA	View Info	View Documents	6	2	Full
5/21/2016	800 - 1100	Chart the Course (CTC) Command Facilitator Certification	NOSC Houston, TX	View Info	View Documents	1	0	Enroll Me / Enroll Others
5/22/2016	1300 - 1600	Chart the Course (CTC) Command Facilitator Certification	NOSC Houston, TX	View Info	View Documents	1	0	Enroll Me / Enroll Others
5/23/2016 - 5/24/2016	715 - 1600	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	NAS Oceana, VA	View Info	View Documents	6	2	Full
5/23/2016 - 5/24/2016	715 - 1600	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	NAVSTA Norfolk Base, VA	View Info	View Documents	6	2	Full
5/23/2016 - 5/24/2016	715 - 1600	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	NAVSTA Norfolk Base, VA	View Info	View Documents	6	2	Full
5/23/2016 - 5/24/2016	715 - 1600	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	JEB Fort Story, VA	View Info	View Documents	6	2	Full
5/23/2016 - 5/24/2016	715 - 1600	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	JEB Fort Story, VA	View Info	View Documents	6	2	Full
5/23/2016	730 - 1630	Motorcycle Safety Foundation (MSF) Advanced Rider Course (ARC)	NSB New London, CT	View Info		1	0	Enroll Me / Enroll Others
5/23/2016	730 - 1630	Motorcycle Safety Foundation (MSF) Advanced Rider Course (ARC)	NSB New London, CT	View Info		1	0	Enroll Me / Enroll Others
5/24/2016	800 - 1600	AAA Driving Improvement Program (DIP)	NWS Earle Colts Neck, NJ	View Info		6	0	Enroll Me / Enroll Others
5/24/2016 - 5/25/2016	730 - 1630	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	Naval Station Great Lakes, IL	View Info	View Documents	6	2	Full

2. If under Global training registration

You will then see this screen, to input each person's data.

After inputting search criteria, click "Search" and select the appropriate person. Click "enroll" to register them into the course.